

**Town of Embden**  
**Local Board of Appeals Member**  
*Job Description*

**Nature of work:** For Description of Qualifications for Office and duties, see Maine Municipal Association's online Appeals Boards Manual.

**Supervision Received:** This is an appointed position for a term of 1 year. The powers and duties of local boards of appeal are governed by the provisions of State statutes, local ordinances.

**Essential Duties and Responsibilities:**

- At least one member (*usually the chairman*) attends and provides a report at the regular scheduled Selectmen's meetings bi-monthly (*every two months minimum*) when there is an appeal in progress.

**Requirements of Work:**

- Utilization of the Appeals Board Manual. A copy is available at the Town Office or on line at: [http://www.memun.org/members/plan/appeals\\_manual/cpt/cpt1.pdf](http://www.memun.org/members/plan/appeals_manual/cpt/cpt1.pdf).

**Training and Experience Required:** Prospective appointees to this position must be qualified by education, training or experience with the Town of Embden's Zoning Ordinances.

*The Town of Embden considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.*